

SUSAN M. RANOCCHAK

ASSESSOR-COUNTY CLERK-RECORDER

REGISTRAR OF VOTERS

COMMISSIONER OF
CIVIL MARRIAGES

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COUNTY OF MENDOCINO

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ASSISTANT REGISTRAR OF
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COUNTY CLERK
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REGISTRAR OF VOTERS
(707) 463-4371

January 17, 2008

Secretary of State
Office of Voting System Technology Assessment
Attn: Ryan Macias
1500 11th Street, 6th Floor
Sacramento, CA 95814

RE: Election Observer Panel Plan

Dear Mr. Macias:

Attached please find the Election Observer Panel Plan as presented.

Please let us know if you require anything further.

Very truly yours,

Susan M. Ranochak
Clerk-Recorder and Registrar of Voters

Enclosures

SMR/scm

ELECTION OBSERVER PANEL

A. County and System Information

- I. Mendocino County
- II. Katrina Bartolomie, Assistant Registrar of Voters
- III. (707) 463-4374
- IV. Premier AccuVoteOS
- V. Premier AccuVote TSX
- VI. January 17, 2008

B. Purpose

The purpose of an Election Observer Panel is to:

- I. Provide an avenue for public observation of and input into the election process.
- II. Assist in ensuring the integrity of the election process.
- III. Encourage participation and build voter confidence in the election process.

C. Invite

Between E-60 and E-30, prepare letters of invitation (see sample attached) to the following:

- I. County Grand Jury
- II. Political Party Central Committee Members
- III. Advocacy Groups
- IV. League of Women Voters
- V. Media

Other groups or individuals expressing an interest in observing Election Day activities may also be included in the observer panel.

Note; You might want to consider offering to meet with groups to provide an opportunity for the group members to ask questions about the process.

D. Appointment Letters (for introduction to precinct workers)

After the groups have provided the names of interested panelists, we prepare a list of when the participants plan to attend and make necessary name badges, when they arrive they are asked to sign in and given their name badges. The Assessor Clerk-Recorder or the Assistant Registrar of Voters conducts the presentation and tour. When the observer leaves they surrender their name badge and sign out.

MENDOCINO COUNTY ELECTIONS DEPARTMENT OBSERVER INSTRUCTIONS

For all elections held in the County of Mendocino, the following plan is to be followed. This plan is to enable an Election Observer Panel to observe all procedures of the Vote Tabulation process.

1. Prior to any election held within the County of Mendocino, the Assistant Registrar of Voters shall send a written invitation to the County Central Committee of each qualified political party and to the news media, inviting them to appoint representatives to an Election Observer Panel for that election. The person(s) appointed by the political parties and the news media shall not be candidates in that election. Names of appointees shall be furnished to the Elections Department or the Registrar of Voters, no later than 15 days prior to the election.
2. The Registrar of Voters office will conduct a briefing for the observer panel, describing the Vote Tabulating process and the procedures that will be followed in the receiving and tallying the ballots.
3. The Registrar of Voters will make arrangements for admitting the observer panel to the Vote Tabulating Area on election night to observe the operations of the personnel and equipment involved in tabulating the votes. All observers will need to wear a ID Badge.
4. **NO** panel member shall be permitted to touch the vote tabulating equipment, voted ballots, or any other precinct supplies, unless so specified by the Registrar of Voters or Elections Department. **NO** panel member shall interfere with the Vote Tabulating process.
5. In the event of violation of any of these restrictions, the Registrar of Voters or his authorized deputy shall be empowered to direct any offending member to leave the Vote Tabulating area, and the observations of such panel member shall be limited to the area for public viewing.

January 9, 2008

Republican County Central Committee
C/o Judy Williams
397 S. McPherson St.
Fort Bragg, CA 95437

Dear Ms Williams:

In accordance with Election Code §15104 and §4.7 of the Diebold Procedures, you are hereby invited to participate in an Election Observer Panel to observe the processing of voted ballots for the Presidential Primary Election to be held February 5, 2008, in Room 1020 of the County Administration Building, located at 501 Low Gap Road, Ukiah. This process includes:

1. Verifying signatures of voters on vote-by-mail ballot envelopes by comparing them to voter registration information.
2. Duplicating accurately any damaged or defective ballots.
3. Securing vote-by-mail ballots to prevent any tampering before they are counted.
4. Counting vote-by-mail ballots.
5. Conducting the official canvass of the election.

We estimate the process will begin on January 14th and continue after election day through the completion of the canvass. Please contact Assistant Registrar of Voters Katrina Bartolomie at 463-4374 if you would like to participate.

Sincerely,

SUSAN M. RANOCHAK
Assessor-County Clerk-Recorder